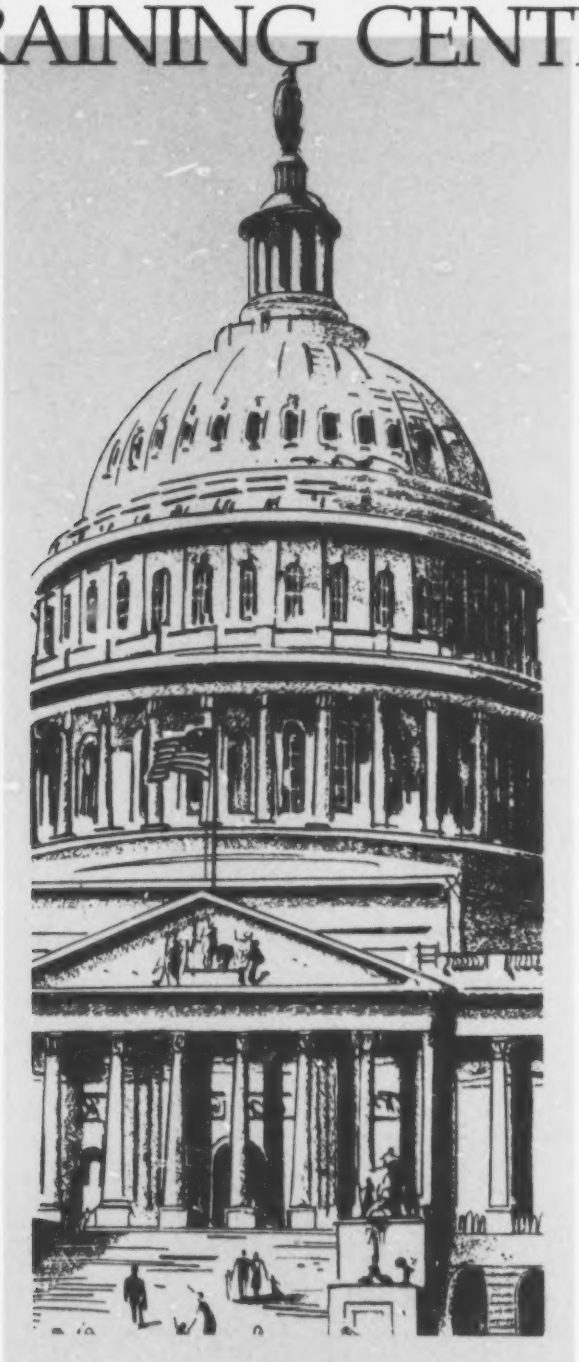
7386

WELCOME TO NATIONAL OFFICE TRAINING CENTER



INTERNAL REVENUE SERVICE 1111 CONSTITUTION AVENUE NW WASHINGTON, DC 20224

T22.2/15:

READEX FICHE best copy available

TABLE

OF

Contents

The Story of Washington, D.C. 1

Forward 3

National Office Training Center
(Information/Administrative Procedures) 4

You Are Here!
(Air and Ground Transportation) 8

Services for the Handicapped 11

Health Care 12

Appendix 13

National Office Building Floor Plans 14

Map of Metro Station Locations 16

Travel Information 17

THE STORY

OF

Washington, D.C.

rticle 1, Section 8, established in the U.S. Constitution in 1787, provided for a seat of government and "exclusive" legislative powers of Congress over that seat. The sight of the city was selected through efforts of Thomas Jefferson, after many failed attempts due to rivalry between the states. In 1791, transfer of ownership of tracts of land on both sides of the Potomac River, the northern portion by Maryland and the southern portion by Virginia, began the city referred to as the "Territory of Columbia." Later, the southern portion was returned to Virginia.

Continental Army Engineer, Pierre Charles L'Enfant, was chosen by President George Washington to plan and design the city that was to become the greatest capitol in the world. On December 1, 1800, the District of Columbia became the seat of Government of the United States. It included the self-governing municipalities of Georgetown and Alexandria. In 1801, Congress divided the District into two counties (Washington and Alexandria) based on the area covered by Maryland and Virginia. In 1812, Congress granted a new charter making Washington a city, providing for an eight-man Board of Aldermen and a 12-man Board of Common Council, with a Mayor chosen by the two houses. In 1820, the Charter was amended to provide for the popular election of Mayor.

In 1846, Alexandria City and the County of Alexandria were returned to Virginia. In 1871, Congress established so-called "territorial" government by abolishing the County of Washington and municipal corporations of Georgetown and Washington and replacing them with a single district-wide municipal corporation named "District of Columbia." In 1895, Congress merged Georgetown with the District of Columbia. Georgetown lost its legal status as a separate city, but remains a neighborhood designation.

In 1967, President Lyndon B. Johnson established a Commissioner-Council Government in which he named Walter B. Washington Commissioner (Mayor); appointed a 9-member Council; and endorsed congressional representation for District of Columbia residents. In 1970, President Richard M. Nixon supported Congress' authorization of a non-voting Delegate to the House of Representatives. In 1971, Walter E. Fauntroy was elected as the non-voting Delegate to the House of Representatives; Mr. Fauntroy still serves in that capacity.

In 1974, the first popular election for Mayor occurred. Walter B. Washington was elected Mayor and assumed Office on January 2, 1975. Walter Washington chose not to vie for the mayoral a second term. In January 1979, Marion Barry became Mayor, and is currently in his second term.

Washington, DC is a Capital, thriving city. You will find hundreds of monuments and memorials honoring heroes and statesmen of America and our Allies, plus a myriad of landmarks and culture.

Welcome

Since its inception in 1972, the National Office Training Center has provided facilities and resources to all IRS employees seeking career enhancement and professional and personal growth. This capability has been expanded over the past 17 years into a multi-complex training unit—housing individual classrooms; conference rooms; breakout rooms; and preparation areas. Our facility is rated among the best in Government; a reputation we strive to maintain.

The following pages are designed to provide an overview of the Training Facility's standards of operation and administrative details designed to assist you within and without the Facility.

Further, you may be certain that my staff and I will do our best to assure that every opportunity is provided you to not only augment your job skills, but to make your stay enjoyable as well.

Stan Ramich

Chief
National Office Human Resources Branch

NATIONAL OFFICE TRAINING CENTER

FACILITIES

The Training Center is located at IRS Headquarters—1111 Constitution Avenue, N.W., Washington, DC 20224. Classroom facilities are located on the basement level. There are rooms that can be used for instructor preparation, breakout groups, conferences and meetings. An Information Center is located in Room G-039.

CLASS HOURS

Classes are conducted from 8:30 am to 4:30 pm, Monday through Friday. Lunch periods and breaks are decided by the instructor. The first day of class and the last day of class are arranged to accommodate travel considerations. Please refer to your Training Announcement or Reporting Instructions to assure that you make your travel arrangements accordingly.

COURSE MATERIALS

Unless mentioned in your Training Announcement or Reporting Instructions, course materials will be available in the classroom. This includes workbooks, handouts, pens, pencils, etc.

EMPLOYEE CONDUCT

While in travel status employees are expected to adhere to all of the IRS Code of Conduct standards as are relevant in your normal duty environment.

DRESS

Washington has moderate weather typical of the eastern coast of the United States. Warm temperatures prevail April through September, and often into October. Heavier clothing, including parkas and overcoats, is usually required November through early March. A sweater or light jacket may be appropriate, even in summer, as most Washington buildings are well air-conditioned.

Business attire and neat casual dress are suitable. The building's heating and air conditioning system is not consistent—each room has a temperature personality of its own—therefore, prepare for the first day of class with layers that can be added or removed, until you become acquainted with the environment.

MAIL

All personal mail should be sent to your place of lodging. Official mail, including paychecks, advance of funds checks, etc., should be addressed to:

Your name
Internal Revenue Service
National Office Training Center
HR:N:H:EA Room: G-039
1111 Constitution Avenue, NW
Washington, DC 20024

Boxes for both incoming and outgoing mail will be appropriately marked in an area of Room G-039.

TELEPHONES

The Training Center's administrative staff will accept all incoming calls. Classes will not be interrupted except for emergencies. The telephone number for the National Office Training Center is FTS and/or commercial (202) 566-6096.

Messages will be placed on the telephone message board located in Room G-039. Telephones for outgoing calls are also located in Room G-039.

LEAVE AND TIMEKEEPING

All absences from class must be authorized/approved by your instructor. Annual leave will not be granted except in cases of emergency. If you are unable to report to class due to illness, or any other emergency, please notify the Training Center staff prior to 8:30 am.

For any leave taken, you will be required to complete a leave application (SF-71), which can be acquired from the administrative staff in Room G-039. The complete SF-71 will be initialed by your instructor and forwarded to your official manager.

HEALTH SERVICES

If you become ill while at the Training Center, medical services are available and provided by a full-time physician and registered nurse. The Health Unit is located in Room 1302 and is open 8:00 am - 5:15 pm, Monday through Friday.

EATING FACILITIES

There is a cafeteria on the 7th Floor and two snack bars in the basement, Rooms G-510 and G-700 (refer to the National Office floor plan—Appendix A). There are a variety of restaurants within walking distance of the National Office Building. Close at hand is the Old Post Office Pavilion with communal seating and a variety of food concessions. There are American, Chinese and Italian restaurants, also.

SECURITY

The National Office Building is monitored by Security Police and government identification badges are required to enter the building. However, this does not exempt you from personal responsibility in safeguarding your valuables. Thefts can be attributed to opportunity. By exercising the following precautions you can assure that the opportunity does not present itself:

- Do not leave purses, money, jewelry or other valuables on the top of your desk or in any other vulnerable location when you are away from the classroom
- Do not leave valuables such as keys and wallets in coat pockets when the coat is not being worn.
- Classrooms and offices should be secured when not in use over a long period of time.
- Report to your instructor or the training office staff any person(s) loitering in the classroom area, who has no official business in the area.

In the event you are the victim of theft, notify your instructor and the Property Security and Records Unit in Room 1323 of the IRS Main Building on 566-6844.

SMOKING POLICY

Smoking in classrooms and hallways adjoining classroom areas is forbidden. Designated smoking areas are in restrooms located in Rooms G-307 and G-506 for ladies and G-407 and G-568 for men.

RESTROOMS

Following are designated locations of restrooms for both men and women:

For Women:

Room G-307 (Basement level in the 300 corridor)
Room G-506 (Basement level in the 500 corridor)
Room 1223 (1st Floor in the 1200 corridor)

For Men:

Room G-407 (Basement level in the 400 corridor)
Room G-568 (Basement level in the 500 corridor)
Room 1221 (1st Floor in the 1200 corridor)

EMERGENCY EVACUATION

When you report to your assigned classroom, take a few minutes to determine the location of each exit. If you have a medical condition or infirmity which would prevent you from using the stairway (persons in wheel chairs, pregnant women, heart or respiratory problems) please inform the Training Facility staff and your instructor immediately. In all circumstances, please adhere to the "buddy" system to assist in evacuation. One buddy is required for a visually impaired person and two for a person in a wheelchair. (It may be necessary for two buddies to carry the wheelchair during evacuation.)

GETTING INFORMATION

For answers to questions not addressed here, please contact your instructor or a member of the National Office Training Facility staff.

YOU ARE HERE

ARRIVAL AT WASHINGTON NATIONAL AIRPORT

Washington National Airport is most convenient to the National Office Training Facility—approximately 15 minutes from downtown Washington. Fares to downtown are: Taxis—Approximately $9.00; Limousines $5.00 and MetroRail $.95 in rush hour and $.80 in non-rush hour. Fares subject to change without prior notice.

ARRIVAL AT WASHINGTON DULLES INTERNATIONAL AIRPORT

About 35 minutes from downtown Washington. For airport information call (703) 471-7838 Monday through Friday (9:00 am to 5:00 pm). Taxi fare is approximately $35.00. Limousine service from Dulles to Downtown Washington operates every half hour ($11.00 one way; $19.00 roundtrip). Consumer Hotline for airport information is (703) 471-4242. Rates subject to change.

ARRIVAL AT BALTIMORE-WASHINGTON INTERNATIONAL AIRPORT (BWI)

About 45 minutes from downtown Washington. For airport information call (301) 850-7100. Taxi fare is approximately $40.00. Limousine Service from BWI to downtown Washington operates every hour at quarter past the hour ($14.00 one way; $25.00 roundtrip). For train schedules call AMTRAK (800) 872-7245; coach fare is $8.75. Rates subject to change.

MORE ABOUT GROUND TRANSPORTATION

Taxis

There are numerous taxicab companies in the Washington Metropolitan area. As of February 1988, fare from Washington National Airport to the National Office Facility is approximately $9.00, more than one piece of luggage is extra; from Washington-Dulles International Airport to National Office Facility approximately $35.00, more than one piece of luggage is extra; from Baltimore-Washington Airport to National Office Facility approximately $40.00, more than one piece of luggage is extra. The following numbers are for cab companies serving all three airports:

Company	Telephone
Airport Cab	471-5555
Arlington Red Top Cab	522-3333
Alexandria Diamond Cab	549-6200
Fairfax County Yellow Cab	941-4000
Alexandria Old Town Cab	684-7373
Reston—Herndon Cab	437-1911

Metrorail

The Metrorail subway system features three lines which are accessible to and from the National Office Training Facility. The Orange Line which travels from Vienna, VA to New Carrollton, MD; the Blue Line which travels from National Airport to Addison Road, MD; and the Yellow Line from Alexandria, VA (Huntington Metro Station) to National Airport to downtown Washington, DC (Gallery Place). Both the Orange and Blue Lines stop at the Federal Triangle Station (National Office); the Yellow Line's (Gallery Place) stop is about two and a half blocks walking distance from the National Office. The subway system operates from 6:00 am to midnight, Monday through Friday; 8:00 am to midnight on Saturday; and 10:00 am to 6:00 pm on Sunday. During holidays, metro operates on a Saturday or Sunday schedule.

Near the entrance of every Metro station is a tall brown colored column. At the top of the column on all four sides is a white Metro insignia "M". Below the insignia is a color strip indicating the rail lines this particular station service. Blue for the Blue Line; Red for the Red Line; Orange for the Orange Line; and Yellow for the Yellow Line, etc. The station name is shown at the entrance.

A color-coded map near the station entrance shows a fare-scale and an outline of the rail system. If you are uncertain about using the map or interpreting the fare chart, attendants are available in the information booths to assist you.

IMPORTANT:

To use Metro you must have a farecard. To obtain a farecard go to one of the vending machines marked "farecard" at the entrance to the subway station. Instructions for using the machines are posted on the front of the machine. Minimum Metro fare is $.80 during non-rush hour and $.95 or more (depending on base destination) during rush hour. Trains operate every ten minutes. All metro stations have both escalator/stairs and elevator entrances. Metro fares subject to change without notice.

MetroBus

Information on Metro bus routes and fares is available at the metro sales office located on 10th Street between Constitution and Pennsylvania Avenues, or call 637-2437. (NOTE: You must have exact fare, as bus drivers do not carry change.) Stated rates subject to change without notice.

SERVICES FOR THE HANDICAPPED

Visitors with physical disabilities will find few barriers to enjoying the sights and sounds of Washington, DC. Public transportation in Washington for the disabled is considered to be among the best in the nation. To acquire a Guide to Metropolitan Washington for the Physically Disabled, published by the Information Center for Handicapped Individuals, Inc., call (202) 347-4986. This publication gives specifics about how and where structures in Washington, DC are adapted for the use of handicapped people.

TRANSPORTATION

All of the Metrorail System is readily accessible to the handicapped. Some Metrobuses are equipped with lifts. If you should require this service, please call (202) 637-2437. Metro also has TTY for the hearing impaired, call (202) 638-3780. Further, if you are disabled, you can receive a discount for use on Metro Bus and Metro Rail Systems. To get an identification card, call (202) 647-1245.

NATIONAL OFFICE ENTRANCE

Accessible entrance to the National Office is located at 10th Street and Pennsylvania Avenue. This entrance is located one block east of the Federal Triangle Metro Station.

RESTROOMS

The following can accommodate the handicapped. Refer to the National Office Floor Plan for assistance in locating restrooms.

For Women:
Room 1223 (1st Floor in the 1200 corridor)

For Men:
Room 1221 (1st Floor in the 1200 corridor)

EATING FACILITIES

The cafeteria, located on the 7th floor of the National Office Building is accessible to the handicapped. Also, the Old Post Office Pavilion adjacent to National Headquarters has a variety of concessions.

HEALTH CARE

IRS personnel attending activities at the National Office Training Center are served by the Health Unit at Headquarters, you should however, be aware of other facilities available to you in the metropolitan area, when you are away from the training site.

In case of injury while attending activities at the facility, notify your instructor immediately. While away from the training site, make note that most hotels and motels have house physicians either available or on call. If not, you may call one of the following numbers for assistance in locating a physician for your specific ailment:

ORGANIZATIONS

Name	Telephone
Arlington Doctors' Bureau	524-1195
Arlington County Medical Society	528-0888
Alexandria Medical Society	751-4611
Fairfax County Medical Society	532-0500
D. C. Referral Service	223-6333

HOSPITALS

Alexandria Hospital
4320 Seminary Road
Alexandria, VA
Emergency Service: 379-3065

The Fairfax Hospital
3300 Gallows Road
Falls Church, VA
Emergency Department: 698-3111

The Arlington Hospital
1701 George Mason Drive
Arlington, VA
Emergency Department: 558-6161

George Washington University Hospital
901 23rd Street, NW
Washington, DC
Emergency Service: 994-3211

Georgetown University Hospital
3800 Reservoir Road
Washington, DC
Medical Directory: 784-2000

TRAVEL INFORMATION

GENERAL INFORMATION

Travel cost incurred while on temporary duty in Washington, DC is reimbursed on the basis of actual subsistence cost. Washington, DC is designated as a High Geographical Rate Area. Currently the rate is limited to $121.00 per day with lodging being reimbursed up to $87.00 per day plus a $34.00 per day allowance for meals and incidental expenses.

REPORTING INSTRUCTIONS/TRAINING ANNOUNCEMENT

A copy of your reporting instructions/training announcement should be attached to your travel voucher when claiming reimbursement for training travel.

TRAVEL ADVANCES

An advance is only issued on an approved Travel Authorization and only to those employees with no outstanding or unaccounted for advances. The maximum allowable advance is 80% of the total estimated per diem and miscellaneous expenses. The minimum allowable advance is $50.00. Advances should be requested, if necessary, through your supervisor. Use Form SF-1038. Request should be submitted 15 to 20 days prior to your first day of travel. Sample SF-1038 attached.

COST ESTIMATES

It is vital that all travelers maintain complete and accurate records listing dates, times and costs incurred while in travel status. This information will prove invaluable to you in providing the Training Facility an accurate estimate of costs and for later when you prepare your travel voucher (Form 1012).

LEAVE WHILE IN TRAVEL STATUS

If vacation leave is taken while in travel status, per diem or other travel expenses may not be paid for that time period. So that per diem and other expenses can be calculated, the starting and ending time (date and hour) of annual leave must be indicated on the travel voucher. When an indirect route is taken or travel is interrupted for personal reasons, the extra expense, including per diem, shall be paid by the traveler.

The traveler may remain in travel status and receive the applicable per diem or actual subsistence expenses for non-work days (i.e., weekends and holidays) when the non-work days are immediately preceded and followed by workdays

in a duty status. If a non-work day is either preceded or followed by a day of annual leave, that non-work day will be considered, for travel purposes, as part of the annual leave.

SICK LEAVE WHILE IN TRAVEL STATUS

If a traveler becomes incapacitated due to illness or injury, not due to his/her own misconduct, per diem shall continue for a period not to exceed 14 calendar days in any one period of absence unless a longer period is approved by the Office of the Assistant Secretary for Management.

PREPARATION OF TRAVEL VOUCHER

Travel Vouchers ordinarily cover a calendar month. However, for training classes, a voucher period may be adjusted to include travel starting up to five days after the end of the normal month. If an advance was received, your travel voucher should be submitted within 15 days of the required submission date (generally the end of the month). Receipts for lodging, airfare, etc. should be attached to your voucher along with a copy of the training announcement or reporting instructions. For information on specific requirements for your area, please consult your manager or the Travel Handbook.

Instructions for Preparing Form 1038 for an Advance of Funds:

1. Check Box Indicated
2. Check Temporary box unless you are in recurring travel status
3. Enter your name, last name first
4. Leave blank
5. Enter your office phone number including area code; indicate if FTS
6. Enter your Social Security Number
7. Enter IRS
8. Enter your division, district, etc., e.g. Automation & Training—Atlanta, GA
9. a. Enter GTO No. 1 (If special travel authorization, Form 1321, is applicable, enter number and date)
   b. Enter 03-08-88
   c. Enter the dates of departure and expected return
   d. Check appropriate box and enter complete address including zip code and room number, if check will be sent to your office
   e. Enter any outstanding balance from prior travel
   f. Enter the amount you have estimated for the travel period.
10. After you have completed this form with your signature and date (in ink), have the approving official sign and date (in ink) also.
11. Enter your four-digit office code and your two-digit operating activity code. Training activity codes should be used (as appropriate) on vouchers; but not on advances (SF-1038s).
12. In this space enter your destination and purpose of travel, e.g., attending training course. Enter also the method used to compute the amount of the advance, e.g., 10 days per diem @ $121.00 = $1,200.00
13. As appropriate.

TRAVEL VOUCHER

(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE: Human Resources Division HR:A Atlanta, GA

2. TYPE OF TRAVEL: ☒ TEMPORARY DUTY ☐ PERMANENT CHANGE OF STATION

3. VOUCHER NO.:

4. SCHEDULE NO.:

5. TRAVELER (PAYEE)

a. NAME (Last, first, middle initial): Student, John Q.

b. SOCIAL SECURITY NO.: 000-00-0000

6. PERIOD OF TRAVEL: a. FROM 4/1/88 b. TO 4/15/88

c. MAILING ADDRESS (Include ZIP Code): 99100 Peachtree Lane Atlanta, GA 30343

d. OFFICE TELEPHONE NO.: (912) 555-5555

7. TRAVEL AUTHORIZATION: a. NUMBER(S) 0000-00 b. DATE(S) 3/15/88

e. PRESENT DUTY STATION: Atlanta, GA

f. RESIDENCE (City and State): Atlanta, GA

10. CHECK NO.:

8. TRAVEL ADVANCE

a. Outstanding:

b. Amount to be applied: 1,000.00

c. Amount due Government (Attached: ☐ Check ☐ Cash):

D. Balance outstanding:

9. CASH PAYMENT RECEIPT

a. DATE RECEIVED: 3/29/88

b. AMOUNT RECEIVED: $ 1,000.00

c. PAYEE'S SIGNATURE:

11. PAID BY:

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials*

AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
Z-0,000,000	$225.00	EA	Coach Air	4/1/88	Atlanta, GA Washington, DC	Washington, DC Atlanta, GA

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ | DATE 3/18/88 | AMOUNT CLAIMED ▶ $ 1,252.25

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ | DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION

a. VOUCHER NO. | b. D.O. SYMBOL | c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ | DATE

17. FOR FINANCE OFFICE USE ONLY COMPUTATION

a. DIFFERENCES, IF ANY (Explain and show amount)

b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's initials:

c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):

d. NET TO TRAVELER ▶

18. ACCOUNTING CLASSIFICATION

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- *Col. (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- *(h)* Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- *(i)* Complete for per diem and actual expense travel.
- *(j)* Show total subsistence expense incurred for actual expense travel.
- *(m)* Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- *(n)* Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE ____ OF ____ PAGES

TRAVEL AUTHORIZATION NO. U000-00

TRAVELER'S LAST NAME Student

DATE 19 88 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	MEALS LUNCH (e)	MEALS DINNER (f)	MEALS TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
4/1	7:00am	Lv Residence for airport (Taxi)											8.00
	9:00am	Arrive Washington, DC Taxi to Hotel											7.00
		Subsistence for 4/1 3/4 day ($33.00)							24.75			24.75	
		Lodging for 4/1 (Receipt Attached)						55.00				55.00	
4/2 - 4/14		Per Diem 13 Days @ $33.00					429.00					429.00	
		Lodging 13 Days @ $55.00					715.00					715.00	
4/15	7:00am	Taxi to Airport											7.00
	9:00am	Taxi to IRS Office											6.50
		Subsistence for 4/15 2/4 Day ($33.00)							16.50				
									SUBTOTALS ▶				
									TOTALS ▶			1,223.75	28.50

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $1,252.25

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

ADVANCE OF FUNDS APPLICATION AND ACCOUNT

1. TYPE OF ADVANCE: ☐ CASH ☒ CHECK
2. TYPE OF TRAVEL: ☒ TEMPORARY ☐ PERMANENT
3. NAME (Last, first, middle initial): Student, John Q.
4. ACCOUNT NO.
5. TELEPHONE NUMBER(S): (111) 222-3333
6. SOCIAL SECURITY ACCOUNT NO.: 000-00-0000

In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.

7. DEPARTMENT OR ESTABLISHMENT: I.R.S.
8. BUREAU, DIVISION OR OFFICE: Human Resources Branch HR:A Atlanta, GA

9. **APPLICATION** — *(For completion by applicant)*

An advance of funds is hereby requested for travel and other expenses to be incurred by me.

a. UNDER AUTHORIZATION NUMBER: GTO #
b. DATE OF AUTHORIZATION: 3/15/88
c. TRAVEL PERIOD: From 4/1/88 To 4/15/88
d. MAIL CHECK TO ☐ OFFICE ☒ RESIDENCE (Give address — number, street, city, State, ZIP code)
99100 Peachtree Lane
Atlanta, GA 30343

e. BALANCE DUE U.S. FROM PREVIOUS ADVANCE: $ .00
f. AMOUNT HEREIN APPLIED FOR: $1,000.00
g. TOTAL: $1,000.00

Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.

APPLICANT SIGN HERE ▶ DATE: 3/29/88

10. APPROVAL ▶ SIGNATURE AND TITLE OF APPROVING OFFICIAL — DATE APPROVED

11. APPROPRIATION TO BE CHARGED

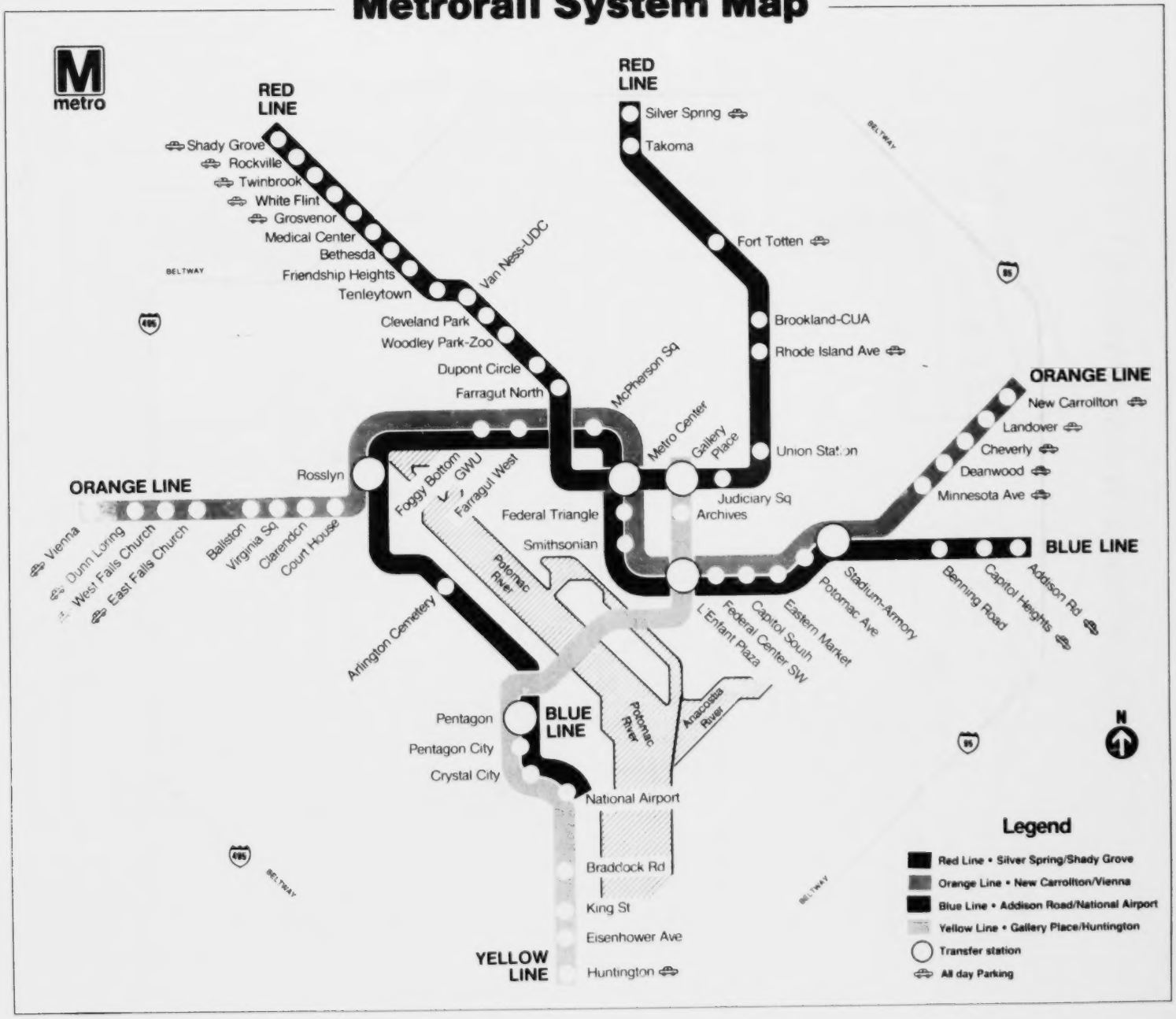
12. REMARKS: Attending Auditor's Workshop at National Office -4/1/88-4/15/88 14 Days @ $121 = $1,694.00

13. CASH PAYMENT RECEIVED — DATE

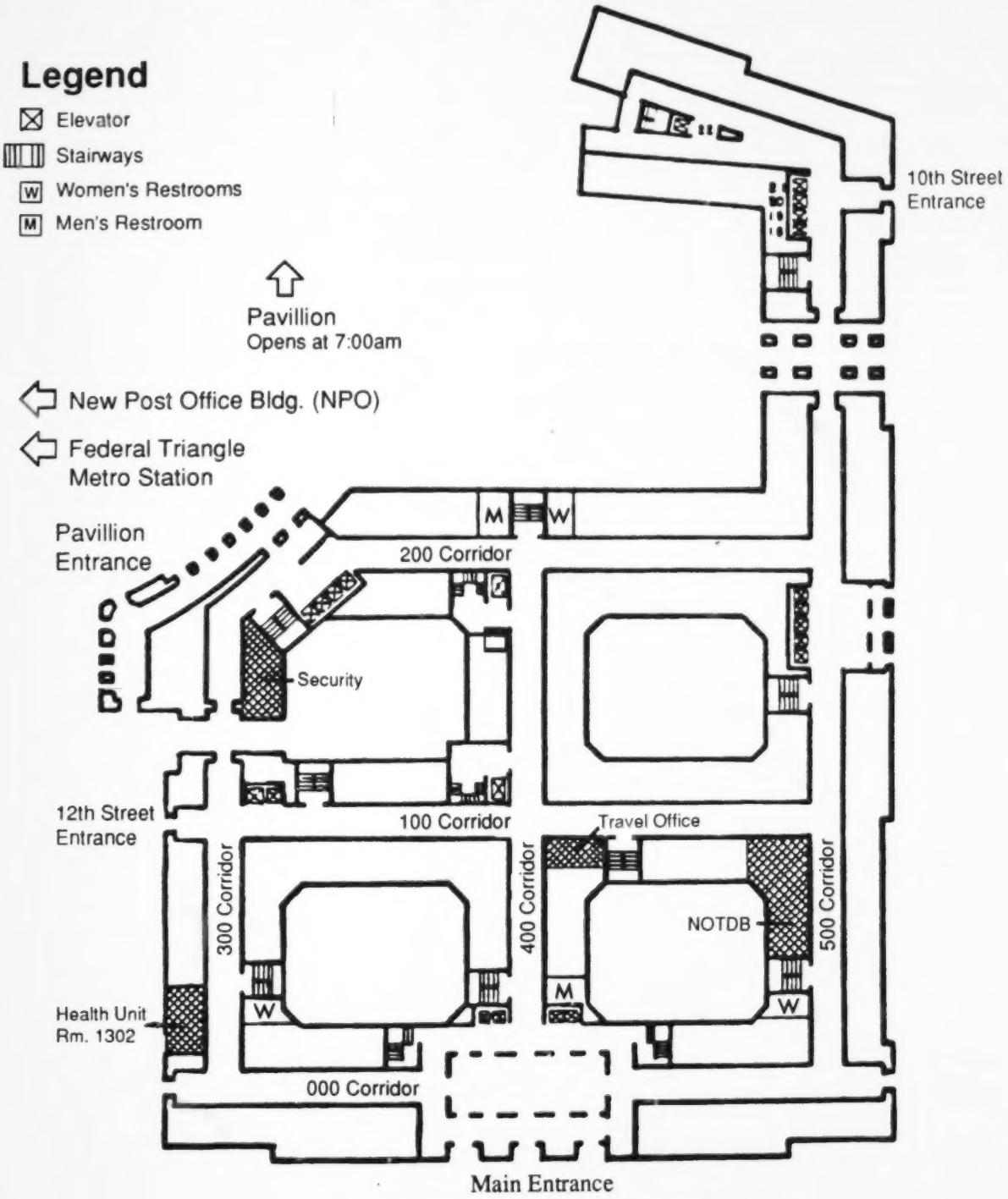
1038 108

STANDARD FORM 1038 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

Metrorail System Map



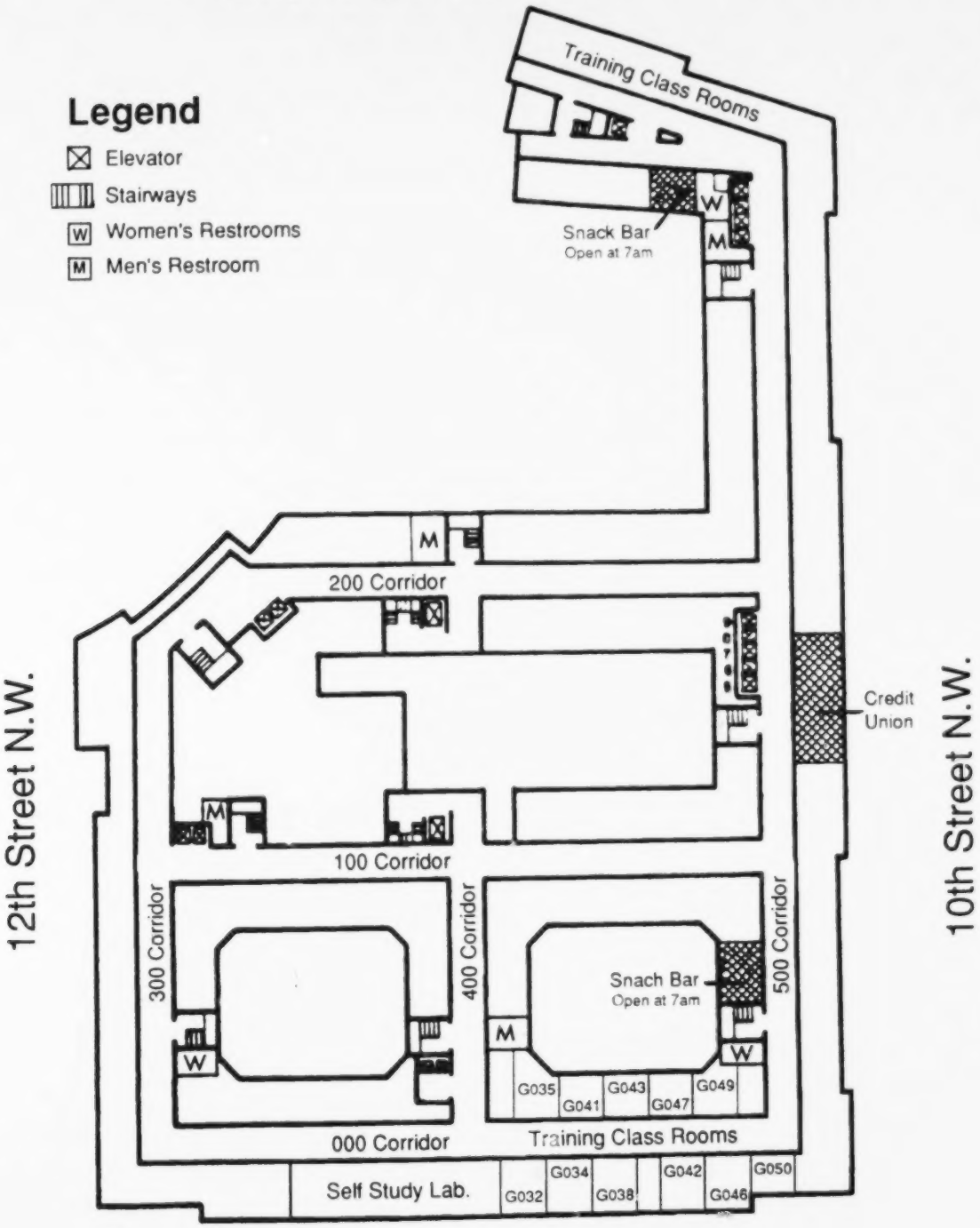
Pennsylvania Avenue N.W.



Constitution Avenue N.W.

First Floor

Pennsylvania Avenue N.W.



Constitution Avenue N.W.

Basement Floor

☆ U.S. GOVERNMENT PRINTING OFFICE:1989-242-501/06088

Department of the Treasury
Internal Revenue Service
Document 7386 (2/89)